



COMMERCIAL BUILDING PLAN REVIEW DIVISION

505 BARTON SPRINGS RD, 2ND FLR, Suite 250

AUSTIN, TX 78704

(512) 974-6406

CHANGE OF USE

The following are the minimum submittal requirements on a "Change of Use" occupancy where **NO REMODEL** work is proposed. For a "Change of Use" where remodel work is being done, please refer to our Remodel Submittal Requirements. Plan reviews expire after 180 days from date of application.

Commercial Building Application

The Application must be completely filled out. Incomplete applications are not accepted.

Address

- o State the actual address of the project and legal description of the property including building number and suite number if applicable.
- o If an address has not been established, you must first contact the GIS Addressing Division located on the 10th floor (512) 974-2797.

Approved Site Plan

- o Site Plan Case number and expiration date OR if submitting an Approved Determination/Exemption form, state that this form is attached.
- o Current Use (as per last legal Certificate of Occupancy) and Proposed Use as per definitions of the City of Austin's Land Development Code must be filled in.

Description of Work

- o "Change of use from (current use) to (proposed use)."

Mailing Address

- o State where the Certificate of Occupancy is to be mailed.
- o Owner's name & number

Signature

- o The contact person for the project. Please note that only this person will be contacted for Review Comments and miscellaneous.

Commercial Application Checklist

Required to be completed and submitted with the Commercial Building Application.

Building Plans (1/4" = 1'0" or 1/8" = 1'0" scale recommended)

Three (3) complete sets of plans with the following information, drawn to scale, are required for submittal:

Floor Plan

- o Complete floor layout including equipment and process description (**key floor plan**).
- o Identify the use of each room.
- o Show all doors and windows and state the size of each.
- o Show the complete exiting system.
- o Provide dimensions of rooms, corridors, doors, etc.
- o State the occupancy classification of the adjoining suites, if applicable.

- 0 Show accessibility information
- 0 Two (2) hard copies of the existing Water and Wastewater Tap Receipts (OSS, 1st Floor – Development Assistance Center) or an Approved Onsite Sewage Document from Austin Water Onsite Sewage Division, 625 E 10th St, (512)972-0000.

0

Site Plan

- 0 **Three (3)** sets of the city approved **Red-stamped Site Plan** that includes the cover page, site plan page, utility page, and any page referenced to the Change of Use shown on the site plan. The Change of Use must be reflected on the approved Red-stamped Site Plan, including the building number and suite number if applicable.
- 0 If a Site Development Determination/Exemption form was approved by the Development Assistance Center, then the following must be provided:
 - **Three (3)** copies of the Approved Site Development Determination/Exemption form
 - **Three (3)** copies of a site plat or survey plan showing:
 - Size and shape of the lot
 - Identify the property lines with dimensions
 - Show all buildings and structures
 - Provide the distances between the buildings/structures and to the property lines
 - Show the streets and alleys
 - Indicate the North direction
 - Show the parking spaces (standard and accessible)
 - Show all utilities
 - Provide accessibility routes including ramps as required

Fees

A minimum Plan Review Fee is required with submittal of plans.

*Customer Hours: MONDAY – THURSDAY 8:00AM– 3:00 PM
FRIDAYS 8:00AM-12:00PM*

Note: Any required item not included in the submittal will be charged an additional \$325.00 Update Fee.

9/6/2011